



# DAS Fleet Services - Motor Pool

**For more than 50 years, the DAS Fleet Motor Pool has been providing State employees with accessible, conveniently located passenger vehicles - from compact sedans to mini vans. Our fleet of clean, quality vehicles are well-maintained, fueled, and ready for your trip!**

## Online Reservations: Agile FleetCommander

For reservations and fleet management 24 hours a day, seven days a week, DAS Fleet utilizes Agile FleetCommander – a user-friendly, online reservation system for providing greater customer service, convenience, efficiency, and eDAS billing accuracy. Log in at: <https://das.iowa.gov/procurement/fleet-services/state-motor-pool>

## Vehicle Pick Up

- Keys may be picked up from the DAS Motor Pool office located at 301 E. 7th St. from 6:00 a.m. to 4:30 p.m. Monday, and 7:00 a.m. to 4:30 p.m. Tuesday through Friday.
- Reservation confirmations include a confirmation number and assigned vehicle number. Vehicles are located in the Capitol Complex Parking Structure at 650 E. Grand in Des Moines. The vehicle's parking spot is indicated on the keys. Spot #1 starts on the 3rd level.
- Drivers and passengers may park their personal vehicle(s) in any open space in the parking structure (no charge).

## Billing

Rental rates are based on vehicle class and include fuel. A daily rate is charged for trips up to 50 miles. Once 50 miles per day is exceeded, rates are charged per mile rather than the daily rate. Rates are automatically recorded in Agile Fleet-Commander to ensure accurate monthly eDAS billing.



VEHICLE CLASS	VEHICLE TYPE	RATE PER DAY	RATE PER MILE
5	Compact Sedan	\$17.00	\$.34
8	Mid-Size Sedan	\$18.00	\$.36
12	Full-Size Sedan	\$18.50	\$.37
16	Mini Van	\$20.00	\$.40

## WEX Fuel Cards

Each State of Iowa vehicle is issued a Wright Express (WEX) Fuel Card (attached to the keys). WEX cards must be used for fuel and may be used for emergency and miscellaneous expenses – such as towing, wiper fluid, car washes (excluding mechanical repairs) – up to \$100.00. Using WEX cards reduces the need for out-of-pocket reimbursements and drastically reduces fleet operational processing costs. (Note: The State of Iowa purchasing card (Pcard) may only be used for vehicle accessories – such as running boards, toppers, tool boxes, and key replacements – but no fuel, mechanical repairs or other vehicle expenses.)

**Jeannie Adams, DAS Fleet Services/Risk Manager**  
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**John Johnston, DAS Fleet Services Coordinator**  
John.Johnston@iowa.gov • 515-281-5122

**DAS Fleet Motor Pool**  
Phone: 515-281-5123

Hours: 6:00 a.m.– 4:30 p.m. Monday  
7:00 a.m.– 4:30 p.m. Tuesday through Friday





# DAS Fleet Services - Motor Pool

## Vehicle Return

For efficient motor pool operations, drivers returning between 7:00 a.m. and 4:30 p.m. shall:

- Make sure vehicles are refueled (see below) and locked, lights are off, and trash or excessive debris is removed (a \$20 fee will be assessed if clean up is required). Park vehicles in the assigned Capitol Complex Parking Structure spot (noted on the back of the key).
- Deposit keys and WEX fuel card in the stairwell's night drop box. Daily late fees will be assessed until the card is returned, including a replacement card fee of \$12.50 if the WEX card has not been returned by noon of the second business day after the completion of travel.

## DAS Fleet Fuel Island



Fuel is included in DAS Fleet motor pool rates. All vehicles are filled for departure and must be re-fueled by the driver before returning the vehicle. The State Fueling Station at 301 E. 7th St. dispenses E10 and E85 fuel 24 hours a day, seven days a week. Fuel dispensed at the State Fueling Station does not include federal and state motor fuel taxes.

## Enterprise Rent-A-Car

The State of Iowa has contracted with Enterprise Rent-A-Car for statewide transportation when motor pool vehicles are not available. Arrangements can only be made by DAS Fleet Services. Contact DAS Fleet Motor Pool at 515-281-5123 for assistance. *(Note: Fuel is not included in the Enterprise rental fee. DAS Fleet Services will provide a WEX fuel card for use with an Enterprise vehicle.)*

## Monthly Rentals

The DAS Fleet Motor Pool also has a limited number of vehicles available for long-term rental. Contact us for more information on monthly rates and services.

## Extensions, Cancellations, and Late Returns

Agencies wishing to extend or cancel a vehicle reservation must do so prior to travel by updating the reservation in the online reservation system or contacting DAS Fleet Motor Pool at 515-281-5123. Extension approvals are subject to vehicle availability and cannot be guaranteed; DAS Motor Pool will assist agencies with other arrangements if needed.

**Penalties for late returns and failure to pick up a reserved vehicle will be assessed as follows:**

Late Return		Failure to Pick Up Vehicle	
1/2 hour up to 1-1/2 hours	\$15	1/2 hour up to 4 hours late	N/C
1-1/2 hours up to 8 hours	\$25	4 hours to 8 hours late	\$20
8 hours up to 24 hours	\$30	After 8 hours	\$50 and reservation cancellation

## Emergency Assistance

The state's WEX card program provides emergency and after-hours roadside assistance for towing, jump-starts, tire changes, locked cars or fuel delivery through NAC Fleet Rescue. Call the 800# on the vehicle's yellow NAC Fleet Rescue card 24 hours a day: 1-866-329-3471. For after-hours emergencies: DAS Fleet Risk Manager, 515-897-8728.

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